

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief Services Branch, A&M ✓  
FROM : Executive for Administration and Management  
SUBJECT: Delegation of Authority.

DATE: 2 December 1948

1. The Chief, Services Branch, A&M (Services Officer after 15 January 1949) is hereby delegated the authority to approve "Certificate of Droppage - Expendable Supplies" to drop from accountability those items of expendable supplies and property which have become lost or destroyed without fault or neglect while on hand in a supply account, except as limited below.

2. The aggregate loss per supply account, except fuel and lubricants, will not exceed \$10.00 per quarter. A maximum tolerance of one-half of one per cent will be allowed for gasoline evaporation in storage.

3. It is not the intent of this delegation to provide a quarterly allowance which may be accrued or claimed as a matter of right without regard to actual loss, but rather to establish a limitation on the value of items that may be dropped from the Stock Record Account by expeditious administrative procedure.

4. Consistent losses in any supply account will be promptly investigated by the Chief of the Services Branch.

5. Complete instructions on this subject will be prepared and printed in the CIA Supply Manual when revised.

Executive for  
Administration and Management

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cc: Chairman, Property Survey Board

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